



700.09 Honor Guard

Number Series: 700 - Specialized Unit
Approved Date: February 28, 2019
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Sheriff's Approval: Digital
Review Frequency: 3 Years

POLICY

The Honor Guard represents the Sheriff's Office at a variety of functions. The members of the Honor Guard shall maintain a dignified and professional bearing due to their high visibility to the public and fellow law enforcement officers.

PROCEDURE

- A. Requests for service of the Honor Guard
 1. Requests for service can be made in writing to the Chief Deputy or the Honor Guard Coordinator.
 2. The Honor Guard Coordinator can approve or deny the request in accordance with deployment criteria established for the Honor Guard and/or at the discretion of the Chief Deputy or designee.
 3. The Honor Guard Coordinator shall communicate directly to the requestor for services in regard to an approved/disapproved request.
- B. Deployment Criteria
 1. The Honor Guard Coordinator is responsible for the level of deployment required to adequately address approved requests. The Honor Guard will participate in the following events with the number of members listed to attend each function, unless otherwise specified by the Honor Guard Coordinator.
 - a. Funerals - of current or retired Sheriff's Office employees and other persons at the discretion of the Sheriff or designee.
 1. Viewing shall require seven Honor Guard members with the following placement. Rotation of members will occur every 15 minutes:
 - a. Officer in Charge
 - b. Two members in the parlor
 - c. Two members at the door
 - d. Two members at the casket
 2. Burial shall require 18 Honor Guard members with the following assignments:
 - a. Officer in Charge (1)
 - b. Pallbearers (6)
 - c. Color Guard (4)
 - d. Firing detail (7)

3. When available, a bugler and/or bagpiper may attend based on availability and type of function.
 - b. Other special events - the number of Honor Guard members necessary for deployment to the following listed events will be at the discretion of the Chief Deputy or designee:
 1. Funerals in Hendry and surrounding counties i.e., Lee, Collier, Glades, Palm Beach & Broward:
 - a. For Hendry County Sheriff's Office
 - b. All law enforcement and fire department line-of-duty deaths.
 - c. All law enforcement line-of-duty or non line-of-duty deaths where services are requested by the family or agency of the deceased.
 - d. Law enforcement non line-of-duty deaths and/or memorial services where team duty is limited to audience participation.
 - e. Other law enforcement officers within the State of Florida
 2. Memorials
 3. Award ceremonies
 4. Law enforcement functions
 5. Parades
- C. When the Honor Guard is deployed, the Honor Guard Coordinator or Officer in Charge shall do the following:
1. Communicate all required information to the members being deployed.
 2. Communicate deployment information to each of the involved member's supervisor to preclude scheduling conflicts.
 3. Document or cause to be documented each member's participation and performance.
- D. Qualifications
1. All sworn deputies and correction officers are eligible to apply for assignment to the detail.
 2. Applicants must meet the following:
 - a. At least one year with the Sheriff's Office, and successful completion of the probationary period.
 - b. No formal disciplinary actions within the previous 12-month period from the date of application.
 - c. Be willing to participate for a minimum of two years due to the amount of training required.
 - d. Be qualified to carry a department handgun.
- E. Training
1. Honor Guard training consists of four hours of training per month.
 2. Team members will train on appropriate subjects related to the mission of the Honor Guard.
 3. Training will be documented and maintained with other Honor Guard documents.
- F. Equipment
1. The Honor Guard team will have the following equipment:
 - a. Long sleeve uniform shirt
 - b. HCSO collar brass

- c. Black belt, holster (right handed only), magazine case, handcuff case, and 2 belt keepers
- d. Black hi-gloss shoes
- e. Gloves (1 pair white)
- f. Shoulder braids (1 black, 1 green)
- g. Name tag with black lettering

G. Duties

1. Honor Guard members shall report to any assignment at least one hour prior to the event for briefing, practice, and uniform inspection by the Honor Guard Coordinator or Officer in Charge.
2. Honor Guard members will maintain the Honor Guard uniform in a clean, pressed, and proper condition.
3. The Honor Guard Coordinator or Officer in Charge is responsible for the following when participating in an Honor Guard function:
 - a. Ensure the vehicle designated to represent the agency is inspected for cleanliness and ready for the detail.
 - b. Ensure all necessary travel expenses are arranged.
 - c. Submit and ensure all necessary paperwork is completed prior to submission to the Finance Unit.

DEFINITIONS

COLOR GUARD - A sub-unit of the Honor Guard, consisting of two (2) flag bearers and two (2) riflemen. The purpose of the Color Guard is the “presentation of the colors” at the opening of official meetings or other ceremonial occasions.

HONOR GUARD COORDINATOR – The coordinator assigned by the Chief Deputy or designee is responsible for coordination of all special events that require the presence of the Honor Guard. The Honor Guard Coordinator is accountable for maintaining activity records of the unit and providing an annual activity report to the Sheriff.

HONOR GUARD MEMBER - A sworn deputy or corrections deputy of the Hendry County Sheriff’s Office who has elected to become associated with the Honor Guard, committed to carrying out his/her assigned responsibilities.

OFFICER IN CHARGE - A member of the Honor Guard designated by the Honor Guard Coordinator to oversee each assigned function.

REFERENCES

State/Federal Regulations:

None

CFA:

None

Forms:

None

Other Policy/ Procedure References:

None